



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	All Persons Interested
2	<i>Job Classification</i>	Librarian I
3	<i>Posting Number</i>	PN#110994
4	<i>Department</i>	Library Department
5	<i>Division</i>	Northwest District
6	<i>Section</i>	Oak Forest Branch*
7	<i>Reporting Location</i>	1349 West 43 rd *
8	<i>Workdays & Hours</i>	Rotating Schedule*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Serves as acting branch manager in the absence of the Manager. Provides reference and readers' advisory services to customers in person and by telephone. Demonstrates knowledge of branch library collections, including electronic resources. Manages branch juvenile collection, including budget, selection, and evaluation, weeding and marketing of materials. Plans and conducts children's programming and outreach services. Demonstrates awareness of community needs; identifies target groups. Prepares weekly time and attendance records as needed. Performs related duties as required.

10 **WORKING CONDITIONS**

Must be able to communicate effectively orally and in writing. Must be able to use a computer to input/access information. Position requires stooping, bending, and light lifting up to 20 pounds. Must be able to move freely throughout the library to file/retrieve library materials.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Master's of Library Science degree from a school accredited by American Library Association (ALA). No experience is required.

OR

Requires a Bachelor's degree plus 18 hours toward a Master's of Library Science degree from a school accredited by ALA and one year of library experience. A Master's of Library Science degree must be complete within two years from being hired into this classification.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

See above

13 **MINIMUM LICENSE REQUIREMENTS**

Requires a valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Must be able to communicate effectively orally and in writing. Customer/Public service experience preferred. Ability to plan and organize work; good knowledge of library procedures. Must be able to use a computer to access/input information. Current computer skills including Microsoft Windows and Microsoft Office (Word, Excel, Access). Bilingual (Spanish & English) preferred, but not necessary.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 16
\$1113 - \$1446 Biweekly \$28,938 - \$37,596 Annually

18 **OPENING DATE**

June 7, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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